



Department of Public Safety and Correctional Services

Division of Correction

Maryland Correctional Enterprises

7275 WATERLOO ROAD • JESSUP, MARYLAND 20794 • www.mce.md.gov
(410) 540-5400 • FAX (410) 540-5570 • TTY USERS (800) 735-2258

STATE OF MARYLAND

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LT. GOVERNOR

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CHIEF EXECUTIVE OFFICER

RECRUITMENT ANNOUNCEMENT

RECRUITMENT FOR: Inventory Manager

SALARY: Grade 14, Special Appointment

\$35,736 - \$56,128

WORK LOCATION: MCE Headquarters

Jessup, Maryland

CLOSING DATE: June 18, 2010

POSITION DUTIES: Oversees the day to day operations of the Inventory Control Department including supervising and training Fiscal Clerks in the inventory process. Ensures the department is in compliance with all Maryland Correctional Enterprises and controlling agencies procedures and regulations. Ensures field staff is properly trained regarding inventory procedures. This position requires periodic visits to State Institutions to work with/train adult offenders.

MINIMUM QUALIFICATIONS:

Education: Graduation from a Standard High School or possession of a State High School Equivalence Certificate.

Desired Experience: Four years of Inventory Control Management/Supervision or other related fiscal experience including reconciliation of raw materials, work in process and finished goods with the general ledger. Additional education may be substituted for required experience on a year for year basis.

To Apply: Send a complete Maryland State Application (MS 100) to:

Fred Beauchamp
MCE Personnel Department
7275 Waterloo Rd.
Jessup, Maryland 20794
or email fbeauchamp@dpscs.state.md.us